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**\*\*\*THIS IS A NEW I.M. - PLEASE READ CAREFULLY\*\*\***

**APPENDIX F**  
**GUIDELINES**  
**PRINCIPAL FACTORS IN QUALITY CONTROL**

1. Management commitment to Quality
  - All producers shall develop a statement describing their commitment to Quality.
2. Safety-Management Commitment to Safety
  - Safety Policy
  - Safety Program
  - Designated Safety Officer
  - Compliance with applicable laws, rules, regulations and ordinances governing safety.
3. Qualified personnel for all stages of fabrication (see requirements of [section 2407.01](#))
  - Maintain a list of plant personnel skilled and experienced for each fabrication process and the minimum number of skilled and experienced personnel needed for each process. (Superintendents, lead workers& foremen)
  - Identify personnel who prepare shop and/or production drawings.
  - Maintain a list of personnel who are trained certified and are responsible for Q/C inspection.
  - Maintain a list of specially trained and authorized personnel to tension and detention.
4. Testing and inspection of the various materials selected for use.
  - Identify all materials sources.
  - Procedures used to assure that only approved materials will be incorporated into the work.
  - Storage methods and stockpiling of various materials.
5. Clear and complete shop drawings.
  - Procedures for developing and distributing of shop and production drawings.
  - Procedures for submittal of drawings for approval by the Design Engineer and/or Consulting Engineer.
6. Accurate stressing procedures
  - Calculation procedures
  - A prescribed stressing procedure repeated every time the bed is used.
  - Description of tensioning equipment and stressing beds.
  - Checking for line and grade.

7. Control of dimensions and tolerances.
    - Form condition assessment procedures.
    - Strand placement accuracy-Methods.
    - Form alignment procedure-Methods.
    - Overall dimensional accuracy-Methods.
  8. Positioning of all embedded items.
    - Procedures for accurate placement of reinforcing steel, sole plates and inserts, etc.
  9. Proportioning and adequate mixing of concrete
    - List of all approved mix designs & applications.
    - Description of mixing units, including manufacturer's recommended capacity.
    - Procedures for producing concrete of uniform quality batch after batch.
    - Description of maintenance and up-keep procedures.
  10. Handling, placing and consolidation of concrete.
    - Description of consolidation method (number and type of vibrators), (consolidation zones)
    - Number of lifts during placement and placement procedures.
    - Cold and Hot weather concrete placement procedures.
    - Timeliness of placement.
    - Delivery (Hauling and handling) Methods.
    - Finishing Methods.
    - Procedures to avoid cold joints in concrete placement.
  11. Curing
    - Procedures and equipment used to cure the concrete.
    - Procedures used when artificial heat is used in curing.
    - Equipment used to monitor curing temperatures.
    - Corrective Action (Methods & Procedures)
    - Form Removal
  12. Accurate detentioning procedure
    - Single strand detentioning-Procedure(if used)
    - Multiple strand detentioning-Procedure(if used)
    - Draped strands detentioning-Procedure(if used)
  13. Final finish, storing and transporting units.
    - Procedure for preparing and finishing fascia girders.
    - Final Finishing procedures.
    - Maintenance and up keep of dunage.
    - Overhang, tie down and protection procedures.
    - Notification for final inspection and approval.
  14. Record keeping.
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- Timeliness of documentation.
  - Samples of records kept.
  - Samples of forms used.
  - Availability of records and documentations
15. Problem Resolution procedures.
16. Repair Procedure
- Minor Repair
  - Structural Repair